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TO ALL DIPLOMATIC AND CONSULAR POSTS COLLECTIVE

RUEHTRO/AMEMBASSY TRIPOLI 9886

UNCLAS SECTION 01 OF 02 STATE 100135

SIPDIS

A/LM, TRAVEL AND TRANSPORTATION DIVISION

E.O. 12958: N/A

TAGS: [ATRN](#) [AFIN](#) [APER](#) [AMGT](#)

SUBJECT: Implementation of Transportation Lite

11. Summary. The Office of Logistics Management is working with posts to deploy a new module in ILMS called Transportation Lite. This new software tool is designed to more effectively coordinate personal property shipments between the traveler, GSO, and Despatch Agency. It provides functionality for tracking shipments of all kinds and measures the performance of carriers. This software was piloted and has been deployed at over 100 posts and will replace the WebMove software. The use of Transportation Lite will be required by the end of this calendar year for moving personal property shipments funded by the Post Assignment Travel (PAT) account. End Summary.

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12. What is Transportation Lite?  
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It is a transportation software tool similar in concept to the Web Move software it is replacing. This tool was developed as part of ILMS, with assistance from posts, to manage and track shipments and record data for measuring carrier performance. It provides functionality for tracking shipments of all kinds and measures the performance of carriers. This software was piloted and deployed at over 100 posts and is now being rolled out worldwide; in many cases, ahead of deploying the broader ILMS Suite. Transportation Lite is very user friendly and requires little or no direct assistance to implement, but all posts will be provided a 2-hour orientation via conference call. The module contains three elements:

1A. Plan My Move (PMM): Provides the GSO customs and shipping staff with an electronic dashboard to schedule and manage departing employees' outbound personal effects shipments.

1B. Reports: Show information on personal effects and supplies shipments handled through a Despatch Agency Consolidated Receiving Point (CRP) for on-hand cargo, shipments enroute to post, and problematic receipts requiring post resolution. These reports are generated real-time and can be downloaded to Excel spreadsheets for local use by post.

1C. Receiving Function: Allows post to notate inbound ILMS shipment files as 'received' and provides a virtual closeout of the logistics functions for more accurate reports and statistics on transit time to post.

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¶3. What are the Advantages to implementing this new module?  
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¶A. Provides a centralized process for booking moves in a single transaction and allows for comprehensive reporting and trend analysis for Post-to-U.S. and Post-to-Post moves.

¶B. Provides every post a global view of any shipment enroute to them.

¶C. Replaces the Shipment Data Form with a completely automated function.

¶D. Eliminates annual DoS data calls to post for local transportation costs information.

¶E. Provides real-time information on all types of shipments moved by Despatch Agencies to post.

¶F. Builds a database of historical data for post reports, workload analysis, statistics, etc.

¶G. Provides a receiving function to allow for measurements of shipment transit times.

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¶4. How does Transportation Lite specifically benefit post and GSO staff?  
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¶A. Workload allocation: At the discretion of the GSO, the employee can initiate the shipment process or the

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GSO staff can initiate and control the entire shipment process.

¶B. The shipping decision of International Through Government Bill of Lading (ITGBL) versus Direct Procurement Method (DPM) is completely automated and documented electronically.

¶C. Accommodates all shipping methods (ITGBL or DPM).

¶D. Facilitates processing consumables (CNS) shipments.

¶E. Displays a post-oriented electronic 'dashboard' that gives visibility and overall management control on all post originated personal effects shipments.

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¶5. How do Users get Access to Transportation Lite?  
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You must set up an account for access via the link <http://ilms.irm.state.gov/newuser.html>. There are three sections: A, B, and C and information may be required for each, depending on access needed.

At the opening page, choose option Transportation Lite User link and go to the New Transportation Lite User link to complete Section A; required fields are labeled with an asterisk.

Terms for defining access are found in Section B, with examples as follows:

¶A. Traveler - select only for access to your Personal information and the ability to request pack-outs.

¶B. GSO Staff (LES) -select for access for locally employed staff in the GSO/shipping office processing the traveler shipments.

¶C. GSO - select if you are GSOs or Management Officer (MO) serving as GSO at post.

¶D. The reports on the PMM home page are available to anyone with access and do not require selection of any role option.

Section C is supervisor information with the following requirements: The Traveler should show him/herself as the supervisor. The GSO Transportation staff should show the GSO's name as the supervisor. The GSO or other Officers seeking access should show their own names as supervisor. When finished, click Submit and the ILMS Help Desk will notify you within 48 hours that the account has been created. If you do not receive notification, please contact the ILMS Help Desk at [ilms@state.gov](mailto:ilms@state.gov).

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¶6. What is the Agenda for Transportation Lite in the Future?  
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¶A. Over 100 posts are using Transportation Lite to coordinate shipments with the Despatch Agencies.

¶B. The use of Transportation Lite will be mandatory by the end of December, 2009. Posts should make every effort to schedule implementation and training when contacted. The training consists of a two hour session via conference telephone call (with?) , and using Microsoft Communicator to demonstrate the module.

¶C. Enhancements will be made in 2010 to include supply shipments in the receiving function by post.

¶D. Additional enhancements will be made in 2010 to give posts more options and tools to locally manage files and data related to personal effects shipments.

¶E. Other enhancements will be made as determined by feedback from posts.

¶7. POINTS OF CONTACT FOR A/LM/OPS FOR ANY QUESTIONS, COMMENTS, OR TRAINING REQUESTS ARE: JEFF DE ARMENT AT 703-875-6111, [JEFFREY.M.DE.ARMENT@ACCENTURE.COM](mailto:JEFFREY.M.DE.ARMENT@ACCENTURE.COM) OR ANGELA LAUVRAY AT 703-875-5683, [LAUVRAYAJ@STATE.GOV](mailto:LAUVRAYAJ@STATE.GOV) .

¶8. Minimize considered.  
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